



## SES Provider FAQs

### 1. What does SES mean for providers?

The Supplemental Educational Services (SES) program gives providers an opportunity to offer low-income children, who are enrolled in eligible Title I schools, extra academic help and individual instruction. Through SES, innovative leaders and educators can start a new tutoring program or expand an existing one to serve more students.

Providers may determine which schools in Indiana are required to offer SES by checking Indiana Department of Education's website <http://mustang.doe.state.in.us/dg/ses/SES09-welcome.html> (click on an Indiana county to find the county's list of SES school districts and Title I schools that must offer SES).

For more information about what it takes to become a successful SES provider, please review the Indiana Department of Education's Policies and Procedures for SES <http://mustang.doe.state.in.us/dg/ses/pdf/09Policies/2009-07-27-SES-PoliciesProcedures.pdf> and the Effective Tutoring Resource Guide <http://mustang.doe.state.in.us/dg/ses/docs/2007-07-18-Resource%20Guide.pdf>.

### 2. When and Where May Services be Offered?

Approved providers may offer students extra academic help anytime outside of the regular school day. After school is the most common time for SES to be offered, however, tutoring could also take place before school, on weekends, or during the summer. Providers may offer services in a variety of settings:

- Schools.\*
- Public libraries.
- Provider offices.
- Family homes.
- Community centers.
- Places of worship.

\*Providers should contact districts to determine which school sites are available for onsite SES tutoring.

### **3. What happens once a provider is approved by the state?**

States provide information about approved providers to districts. This information includes the provider's subject areas, grade levels, tutor qualifications, evidence of effectiveness, and the provider's ability to serve students with disabilities or students who are English language learners. Districts are then responsible for identifying eligible students and giving their families information about the providers. Families will receive information from districts describing how to select a provider and providing deadlines for signing up for services.

### **4. How can providers help inform families about SES and encourage them to sign up?**

Providers can develop clear, easy-to-read information about their services. Providers should work with the district and schools to get this information to parents. For example, providers can participate in provider fairs hosted by schools and districts so that families can learn about SES, meet potential providers, and sign up for services. Providers can also focus on reaching out to families at places they visit often, such as:

- Community centers.
- Places of worship.
- Grocery stores.
- Bus or subway stops.
- Beauty salons and barbershops.

Providers may be able to place newspaper ads, send postcards to all families that live in specific geographic areas by zip codes, or appear on local radio or TV talk shows.

### **5. What happens once a family chooses an SES provider?**

Once a family chooses a provider, the provider, the district and parents develop performance goals for the child and discuss a schedule for services. Typically, the provider or the district arranges consultation with the parent by phone, e-mail, mail, or in person. In addition, a provider is required to monitor each student's progress toward identified goals and regularly communicate with the student's family, school, and district about the student's progress.

### **6. How are providers paid?**

School districts pay for tutoring using Title I, Part A funds. When a family chooses a provider, the school district enters into a contract with the provider. These contracts often include agreements about the schedule for services, payment, and the cost of services.

## 7. How are providers monitored?

### ***Indiana Department of Education's Monitoring of Providers***

The U.S. Department of Education requires that each state monitor and evaluate the effectiveness of its providers. IDOE completes an on-site monitoring visit to each SES provider at least once per year. Providers are rated on observed lesson quality, clarity of instruction, the time students spend on task, observed tutor's knowledge of provider's program, and provider's student/instructor ratio. Providers are also asked to submit documentation including information regarding tutor qualifications, recruitment materials, lesson plans, progress reporting, assessment and individual program design, criminal background checks, health and safety policies, and financial viability. Please see IDOE Policies & Procedures for SES, Subpart D, Section 7.0 or Appendix E for more details

<http://mustang.doe.state.in.us/dg/ses/pdf/09Policies/2009-07-27-SES-PoliciesProcedures.pdf>.

In addition, Indiana completes an Overall Evaluation of all SES providers. The overall report evaluates SES providers in terms of service delivery (based on on-site visits and principal, district & parent surveys), customer service (based on parent, principal and district surveys), and academic effectiveness (based on provider pre- and post- assessments, completion data, student attendance, and ISTEP+ results). Please see IDOE Policies & Procedures for SES, Subpart D, Section 8.0 or Appendix D for more details

<http://mustang.doe.state.in.us/dg/ses/pdf/09Policies/2009-07-27-SES-PoliciesProcedures.pdf>.